

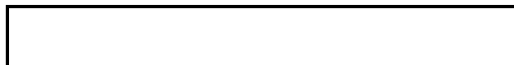
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5 February 1957

MEMORANDUM FOR



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SUBJECT : Progress Report For Month of January 1957

1. Attached is the Records Center monthly statistical report for the month of January 1957.

2. The following summarizes the activity of the Branches during the month:

A. Accessioning

The Center called upon the Logistics Office/Transportation Division on three different occasions to transfer a total of 512 cubic feet of records. This is equivalent to the volume of 64, four drawer, legal size file cabinets.

The accessions for the month of January 1957 increased by approximately 15 percent over the month of January 1956.

B. Reference


The Center furnished 6,153 items to requestors during the month. Of this number 2,465 items were for administrative issuances. This service on administrative issuances has increased by 85.5 percent over that of the beginning of the fiscal year.

The reference on records has surpassed that of the two previous months.

C. Disposal

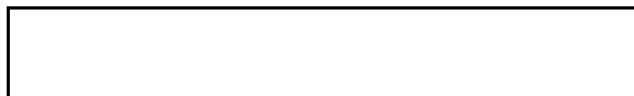
A total of 90 cubic feet of records and distribution material was disposed of by the Center.

D. General

The Engineering Division,  has started to install the cinder block wall. This is to eliminate condensation on the Northwest end of the building.

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Chief, Records Center

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Monthly Statistical Summary

JANUARY 1957

	Reporting Period	Fiscal Year To Date	Establish. To Date
Part I Accessioning, Disposal, Holdings			
Items 2 through 10 - Cubic Feet			
1. Accession Jobs (Number)	78	346	
2. Records Accessioned	396	3,735	24,371
3. Records Disposed of at Center	19	255	1,381
4. Records Transferred from Center	--	990	3,844
5. Records Holdings	19,146		
6. Dist. Material Accessioned	116	1,387	16,676
7. Dist. Mat'l. Disposed of at Center	71	763	2,858
8. Dist. Mat'l. Transferred from Center	33	554	2,501
9. Distribution Material Holdings	11,317		
10. Total Holdings	30,463		
Part II Reference Services (Number)			
11. Record Documents Loaned	759	5,369	39,541
12. Informational Requests	115	735	2,753
13. Information Reports	197	3,279	
14. Intelligence Reports	2,617	44,683	
15. Administrative Issuances	2,465	9,066	
16. Total	6,153	63,132	
Part III Distribution Materials Received (Number)			
17. Intelligence Reports:			
a. Initial Receipt	6,300	55,525	
b. Returns	4,447	20,342	
18. Information Reports	--	--	
19. Administrative Issuances	1,154	6,681	
20. Total	11,901	82,548	
Part IV Reproduction Services (No. of Pages)			
21. Ovalid Process	1,337	8,488	
22. Photo Copy Process	89	1,307	
23. Ditto Process	98	1,124	
24. Total	1,524	10,919	
Part V Shelving Space Utilization (Cu. Ft.)			
25. Total Capacity	41,220		
26. Space Utilized *	31,380		
27. Space Available	9,840		

* 917 cubic feet of this figure is being utilized by VM Material (Map Negatives)

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